

# GOVERNANCE OFFICER

## Position Description and Duty Statement

<b>Employer:</b>	Northern Territory Council of Government School Organisations
<b>Position:</b>	Full-time
<b>Location:</b>	Palmerston City (regionally based arrangements may be considered)
<b>Salary Range:</b>	\$85,000 - \$96,260
<b>Contact:</b>	Alice Gawler, Project Manager   <a href="mailto:enquiries@ntcogso.org.au">enquiries@ntcogso.org.au</a>
<b>Telephone:</b>	08 7942 2255

## ABOUT US

The Northern Territory Council of Government School Organisations (NTCOGSO) is the peak body representing parents of public school students in the Northern Territory.

We support and represent government schools and their School Bodies (Councils and Boards), advocating at both Territory and Federal levels to ensure their voices are heard.

## WHY JOIN NTCOGSO?

- **Purpose with impact:** Your work directly helps parents, School Bodies, and schools across the NT.
- **Predictability:** Pre-planned regional travel blocks and evening sessions, school terms only.
- **Flexibility:** School holiday friendly leave, Christmas stand-down, TOIL for additional hours worked.
- **Career growth:** Structured induction, professional mentoring, and progression opportunities.
- **Supportive culture:** Work within a small, passionate team that values safety, inclusion, and wellbeing.
- **Territory experience:** Travel to regional and remote communities, seeing places few others do.

## ROLE AT A GLANCE

We are seeking passionate individuals who want meaningful work to become Governance Officers. You don't need to be a governance expert to apply. If you bring strong communication, community engagement, training or administration skills, we'll provide the training you need.

- Promote parent involvement between schools, families, communities, and stakeholders.
- Support compliance and record-keeping with accurate processes, resources, and documentation.
- Work collaboratively and flexibly, managing priorities and contributing to the team.
- Provide governance advice and training that applies legislation and builds capability.

## WHO WE'RE LOOKING FOR

We value skills and motivation. You may be:

- An experienced governance, training, or community engagement professional.
- An educator, administrator, or Business Manager looking to pivot into governance.
- A professional with strong communication and organisational skills seeking purposeful work.

What matters is that you can connect with people, demonstrate cultural respect and adapt your communication and practice in different community settings, manage travel and evening commitments, and bring energy and initiative to the role.

## BENEFITS AT A GLANCE

- Salary range \$85,000 - \$96,260
- 75hr fortnight, time off in lieu (TOIL) for evening/travel commitments.
- Four weeks annual leave plus 10 days Christmas stand-down.
- Professional development and mentoring.

## DUTY STATEMENT

### Governance Support & Advice

- Apply legislation, policy, and guidelines consistently in governance advice.
- Provide accurate and timely responses to governance enquiries.

### Cultural Competence & Inclusion

- Apply cross-cultural understanding to deliver governance support that is inclusive, respectful, and responsive to the needs of diverse communities.
- Adapt communication and engagement approaches to ensure they align with the cultural context of each school community.

### Compliance & Records

- Support schools to achieve compliance within agreed timeframes.
- Ensure records and resources are accurate, complete, and accessible.

### Administration & Resources

- Maintain complete and accurate internal records.
- Develop, review, and maintain governance resources, templates, and documentation.

### Training & Mentoring

- Provide tailored meeting support and mentoring to meet individual school needs.
- Deliver training sessions that strengthen participants' knowledge and skills to meet their individual and collective governance responsibilities.

### Partnerships & Engagement

- Facilitate respectful partnerships between schools, families, communities, and stakeholders.
- Promote active parent and community voice in decision-making.

### Teamwork & Collaboration

- Work independently, managing tasks and priorities with accountability and contribute to a positive team environment.
- Undertake additional duties as directed.

### Travel & Availability

- Undertake travel by air, road, or charter to urban, rural, remote, and very remote communities, with flexibility for after-hours and occasional overnight commitments.
- Deliver face-to-face and virtual sessions responsive to school needs and aligned with organisational requirements.

### CLEARANCES REQUIRED

Applicants must hold or be able eligible to obtain:

- National Police Clearance.
- Working with Children Clearance (Ochre Card).
- Current NT driver's licence.

Driving is an inherent requirement of the role. You will be required to have the use of a registered, comprehensively insured and well-maintained motor vehicle. Suspension or cancellation of your licence may affect your ongoing employment. All approved work travel will be reimbursed fortnightly, based on the kilometre rate under the Clerks Private Sector Award 2010.

### HOW TO APPLY

Please include the following in your application:

- A cover letter that demonstrates the skills and experiences you can bring to the role, and highlights what draws you to NTCOGSO's work.
- Your current CV.

**Applications close:** 10 October 2025.

**Submit your application to:** Alice Gawler | [enquiries@ntcogso.org.au](mailto:enquiries@ntcogso.org.au)

**Interviews:** Shortlisted applicants will be invited to attend interviews on 14 and 15 October.